

Annual salary notifications now available

Employee annual salary notifications are now available in Firefly. To access the salary notification in Firefly, click the **Employee Self Service** tile, then **About Me** tile.

| ≡ �firefly < | | | Employee Self Service - (ESS) | | |
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| 8 | Dave Green | | ESS ESS Leave & Tir | nesheets ESS Benefits | |
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Scroll down to Compensation and click on **Salary Notification**.

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|---|----------------------|-----------------------|
| | Dave Green | |
| | IDENTITY ADDRESSES ~ | |
| | Total Compensation | 2022 Statement |
| | Annual Salary | 🔁 Salary Notification |

The salary notification will open in PDF format. Save the PDF and/or print by clicking on $\frac{1}{2}$ Download to Print at the bottom right of the screen.

This *Annual Salary Notification* link will remain in ESS until the following year and only the current year's notification will be accessible. Request assistance from a campus help desk for any issues within Firefly or opening the PDF file. Contact your supervisor if you have salary questions.

*Not every employee at the University will receive a salary notification via Employee Self Service (ESS). Employees who do not receive a notification will see the following message, "Annual salary notification not available. Please contact your supervisor."